

CITY OF BURBANK

DATABASE ADMINISTRATOR II

DEFINITION

Under direction, supports the City database environments and applications as technical expert or team lead; plans, designs, integrates, tests, and administers database programs; performs related work as required.

ESSENTIAL FUNCTIONS

Designs, implements, and maintains databases; writes documentation and statistical methods; analyzes database needs of the organization; participates in the formulation of database strategies, policies, and procedures; supports the production environment; installs and maintains database management system (DBMS) software and monitors data quality; performs data warehouse administration; designs and supports shared data resources; ensures accuracy and completeness of data in master files and utilizes database tools; establishes and maintains security and integrity controls including data backup/recovery specifications; monitors and resolves database problems; performs validation checks and optimizes database performance; participates in the development of DMS-related standards and methodologies; recommends or defines the physical structure and functional capabilities of databases; participates in evaluating and promoting new technologies in database management; advises management on database concepts and functional capabilities; leads a team of technical or support staff; administers databases for COTS applications; analyzes new application releases for impact on the database environment; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of - SQL and PL/SQL language; RDBMS and ORDBMS concepts; Oracle reports, forms and Discoverer; concepts, practices, and procedures of applications programming database technologies; principles, practices and techniques of computer programming, systems design, computer operating systems, and procedures; comprehensive knowledge of database structures and current database technologies.
- Ability to - Apply database management concepts and techniques and recommend changes to meet future requirements; work with programming staff to resolve technical and operational problems and recommend solutions; use telephone; write or use keyboard to communicate through written means; perform assigned tasks quickly and accurately; follow oral and written directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.
- Skill in - in planning, installing, maintaining, and designing server-based, scalable databases.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in Computer Science or a closely related field and two years of experience at the level of Database Administrator I or four years of experience in database administration as a project lead with a current certification in database administration.

Special Conditions & Requirements: The physical ability to lift computer equipment up to 40 pounds, perform sedentary to medium work involving moving from one area to another, have sufficient hand/eye coordination to perform repetitive movements such as typing; have extensive exposure to video display terminals/computers; bend, kneel, squat, and twist to reach equipment; perform simple and power grasping, pushing, pulling and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; differentiate various colors of wires and diagrams.

License & Certificates: A current industry recognized certification in Database Administration (to be determined at the time of recruitment) may be required at the time of appointment. A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.